



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PSYCHIATRIC CASEWORKER II	33	B	10.185
PSYCHIATRIC CASEWORKER I	31	B	10.186

SERIES CONCEPT

Under general supervision of a professional clinician, Psychiatric Caseworkers monitor the treatment and progress of mentally ill or mentally retarded clients, perform day treatment and psychosocial rehabilitation activities, and coordinate discharge and aftercare services, in an outpatient, inpatient, clinic, residential, treatment center, client's home and other community settings.

Perform a variety of case management duties; monitor the progress of clients in treatment; assess and reassess the client's levels of functioning by interviewing client, family members and other community contacts; evaluate client needs and resources to determine the level of assistance needed; and refer client to appropriate services according to the treatment plan in order to meet the client's emotional, social, financial and health needs.

Develop treatment plans consistent with client goals and available resources; assist client in choosing appropriate treatment modalities; identify specific activities, services, or interventions to facilitate achieving established goals; describe observable measures to determine if goals are met; monitor client progress and compliance with treatment activities; and revise treatment plan as needed.

Prepare written documentation of contact with clients and/or significant others according to established procedure; record information related to client progress in meeting treatment plan goals and determine necessary changes in treatment; complete billing forms for services provided; complete personnel/business reports and forms as necessary, and collect data to facilitate program evaluation.

Locate, coordinate and develop resources to meet client needs; develop, implement, and monitor programs to assist clients in developing daily living skills such as preparing a budget, obtaining public transportation, attending self-help groups, shopping for food and clothing, and developing reminders to take medication at prescribed times.

Monitor follow-up services specified in the treatment plan including attendance at medication clinics, day treatment programs, out-patient appointments, vocational/rehabilitation services and housing arrangements to reduce the incidence of readmission.

Participate in treatment team meetings to gather and report information relevant to immediate and future treatment; gather specific data regarding the client for review by the primary therapist.

Provide on-going individual and family management and education regarding issues of daily living, coping skills and employment; provide information to members of the client's family or other caretakers regarding client rights and actions necessary to obtain optimal benefits of active treatment; assist clients, family members and care providers in understanding the nature and treatment of the client's illness or condition.

Identify potential crisis situations and report to the primary therapist or available professional and take immediate action as needed; defuse situations in which clients may be hostile, aggressive, combative, assaultive or suicidal according to established agency policies and guidelines.

SERIES CONCEPT (cont'd)

Assist clients with court appearances related to social security appeals, obtaining restraining orders, citizenship claims, custody hearings and child support matters, and other pending legal issues; advise clients of their rights and responsibilities; arrange and provide transportation for clients to various appointments and community assistance services issuing bus tokens or using State vehicles as necessary.

Write client housing contracts according to established procedures; monitor supported housing arrangements by conducting monthly home surveys; monitor delivery of services and quality of care to ensure compliance with the terms and conditions of the contract.

Interview clients for psychosocial rehabilitation program placement; determine needs in terms of training and assign to appropriate groups/classes; prepare written evaluation of client and a treatment plan for each service; and enter progress notes.

Conduct classes and provide individual skill training for clients; compile or develop relevant materials and curriculum; evaluate client's baseline status and progress using objective assessment measurements.

Develop and implement discharge and aftercare plans; prepare required documentation; schedule appointments such as in the medication clinic; obtain information from clinical professionals concerning the client; make referrals to appropriate clinician; refer to community resources and make housing referrals.

Attend staff, committee, task force and other scheduled meetings to discuss and provide input concerning critical client issues and problems; attend and participate in in-service training, workshops, seminars, and continuing education programs to enhance knowledge, skills and abilities related to job performance; may provide in-service training to other staff related to assaultive behavior intervention, cardio-pulmonary resuscitation, and other topics.

Perform related duties as assigned.

CLASS CONCEPTS

Psychiatric Caseworker II: Positions allocated to this class work under the direction of a mental health/mental retardation professional, may be assigned to specific programs such as psychosocial rehabilitation, discharge planning, and sexual offender programs, and supervise non-professional staff as assigned. This is the journey level in the series.

Psychiatric Caseworker I: Positions allocated to this class work under the direct supervision of a higher level professional and receive training in performing all or part of the duties described in the series concept. This is the trainee level class in the series.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS FOR ALL POSITIONS IN THIS SERIES:

- * Incumbents must possess and maintain a valid driver's license.
- * Incumbents may be required to work evenings, weekends and holidays in addition to normal working hours.

MINIMUM QUALIFICATIONS (cont'd)

PSYCHIATRIC CASEWORKER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in social work or closely related human services field and two years of experience in a mental health or mental retardation setting, one year of which must have included casework experience monitoring or providing psychosocial rehabilitation services for a caseload of mentally ill, mentally retarded or developmentally delayed clients; **OR** an equivalent combination of experience and education above the bachelor's degree level. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: crisis intervention techniques; documenting client progress; assessing client needs and resources available; case management practices and procedures; laws governing abuse and neglect of clients; treatment planning and implementation; educating clients and their families on issues of daily living, coping skills and employment. **General knowledge of:** psychotropic medications and common side effects; behavior modification techniques to include contingency management and cognitive behavior interventions. **Ability to:** make appropriate referrals to community resources and health care providers; develop contracts for services and monitor services provided; establish and maintain cooperative working relationships with clients, staff, community resource providers, community agency staff and the public; monitor follow up services according to the treatment plan; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: court processes and systems; national standards of client care. **Working knowledge of:** applicable agency, division, State and federal laws, policies, procedures and guidelines; psychosocial rehabilitation practices and techniques; State Personnel rules and policies. **Ability to:** assess and utilize community resources in implementing client treatment plans; direct the work of subordinates; effectively use the agency's automated systems.

PSYCHIATRIC CASEWORKER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in social work or closely related human services field and one year of experience assisting mental health/mental retardation professionals in providing direct client care and implementing treatment and/or service plans; **OR** an equivalent combination of experience and education above the bachelor's degree level. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: issues of daily living as applied to individual and family centered environments; therapeutic interpersonal interactions both verbal and non-verbal; substance abuse problems, organic problems and other conditions which may appear similar to mental illness or mental retardation; symptoms and characteristics of mental illness and mental retardation; common clinical intervention practices; human growth and development. **Ability to:** make physical, mental and behavioral assessments and accurately record information; prepare treatment plans and provide services for a case load of clients; evaluate and reassess the functioning level of the client; provide instruction and direction to clients and others in group or individual settings; write clear and concise reports related to client progress and status; read and follow oral and written instructions, policies and procedures; defuse aggressive and maladaptive behaviors of clients; research and compile instructional material appropriate to teach daily living skills to clients; complete billing forms and documentation related to services provided.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

These are identical to the Entry Level Knowledge, Skills and Abilities required for Psychiatric Caseworker II.

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PSYCHIATRIC CASEWORKER I

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	10/17/86	10/17/86
REVISED:	11/13/87-3	11/13/87-3
REVISED:	7/1/89P	7/1/89P
	8/19/88PC	8/19/88PC
REVISED:	7/1/99P	7/1/99P
	10/2/98PC	10/2/98PC